

THE PROMPT CHEAT SHEET

YOUR TURN WITH AI · WITH EMMANUEL BANKS

FREE FOREVER
NO ACCOUNT NEEDED TO READ THIS

Most people type six words, get something useless, and decide AI is not for them. The tools are not the problem and neither are you. Nobody ever told you what these things need to hear. Here it is on one page. Keep it next to you.

THE FOUR THINGS EVERY PROMPT NEEDS

ONE

Who you are

"I run a home bakery." Without this it writes for nobody.

TWO

What you want

"Write a Facebook post." Name the actual thing.

THREE

Who it's for

"For local parents." Changes every word it picks.

FOUR

How long, what tone

"Four sentences, friendly, not salesy."

Instead of: write me something for my business

Try: I run a mobile car detailing business in West Palm Beach. Write a short Facebook post offering \$20 off for first time customers this weekend. Friendly, not salesy, about four sentences.

The shortcut: tell it what you would tell a new employee on their first day.

TALK BACK TO IT. THE FIRST ANSWER IS A DRAFT.

"That sounds like a robot. Say it like I'm talking to a neighbor."

"Too long. Cut it in half."

"Ask me questions until you have what you need."

"Explain that like I've never heard of it."

"What am I forgetting?"

"Rewrite it in my words, not yours."

COPY THESE. CHANGE THE BRACKET.

Fix a résumé line

Here's a line from my résumé: "[paste it]". Rewrite it so it shows what I did and what changed because of it. Ask me a question first if you need a number from me.

A week of posts

I run [your thing] in [your town]. Write 7 short captions for this week, one per day. Mix product, story, a question, behind the scenes, and one that asks for the sale. Under 40 words each. Sound like a person, not an ad.

A confusing letter

Here's a letter I got. Explain what it's really saying in plain English, then tell me what I'm being asked to do and by when. **Cover your name and account number first.**

Walk in prepared

Write me three questions I should ask at that meeting.

The email you're avoiding

I need to tell [person] that [situation]. Write it kind but clear, under 150 words. I don't want to sound angry or like I'm apologizing for existing.

TWO THINGS TO KNOW BEFORE YOU TRUST IT

IT MAKES THINGS UP, CONFIDENTLY

It will invent a fact, a date, a law, or a price and sound completely certain. Anything that matters, check it yourself. Ask it: **"What here should I verify before I rely on it?"** Never let it be your only source on money, medicine, or the law.

DO NOT PASTE PRIVATE INFORMATION

No account numbers, socials, passwords, card numbers, or anyone else's personal details. Cover them up or type only the part you need help with. You do not have to hand over your business to get help reading something.

START HERE, BOTH FREE, ABOUT FOUR MINUTES

- **ChatGPT** at chat.openai.com. The all-rounder for writing, explaining, and brainstorming.
- **Claude** at claude.ai. Longer documents, careful writing, thinking something through.
- **Then when you're ready:** Gemini, NotebookLM for your own notes, CapCut for video. All free.

NOW GO USE IT ONCE TODAY.

SOMETHING SMALL. THAT'S HOW IT STICKS.

EMMANUELBANKS.COM
@YOURTURNWITHAI